



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

March 30, 2009

Ms. Buehler, Chairwomen  
Electronic Interface, Inc.  
970 Lonus, Street  
San Jose, Ca 95126  
[kbuehler@appliedengineering.com](mailto:kbuehler@appliedengineering.com)

Transmitted by E-mail

Dear Ms. Buehler:

RE: FINAL MONITORING VISIT REPORT for Electronic Interface, Inc. – ET07-0330

Date of the Visit:	03/10/09
Beginning/Ending Time:	10:00 A.M. – 12:00 P.M.
Date of Last Visit:	08/25/08
Visit Location:	Electronic Interface, Inc. facility in San Jose, Ca.
Persons in attendance:	Ms. Buehler, Chairwomen of Electronic Interface, Inc.; Janice Ballard of Sallyanne Monti Consulting, Robert Jackson, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	04/30/07 – 04/29/09	Agreement Amount:	\$269,620
		+Amended funds	\$290,576
		Total	\$560,196
Training Start Date:	04/30/07	No. to Retain:	173
Date Training must be Completed:	01/29/09	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	122
			127

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ETP (04/15/05)

### **FINAL REPORT SUMMARY:**

The Agreement was executed and training began on April 30, 2007. ETP tracking systems reported that all training was completed on September 26, 2008, which allows for the ninety day retention period to be completed within the term ending date of the Agreement – April 30, 2009.

ETP executed one Agreement Amendment on February 1, 2008, which added eighty-eight trainees to Job 2, with a total maximum of 173 trainees. The agreement amount was increased by \$290,576, from \$269,620 to \$560,196.

### **INTERVIEW WITH THE SIGNATORY, KAREN BUEHLER, CHAIRWOMEN OF ELECTRONIC INTERFACE, INC.**

#### **1. Barriers in implementation**

The training process, even though ETP helped to fund it, is always a struggle to put in place. Day-to-day business simply is very different from stopping to execute classes and training programs. However, the simple logistics were all that we had to deal with; our management and our philosophy have always been aligned to proper training, across the entire organization.

#### **2. Problems with record keeping**

This was not an issue for AE. We have thorough record-keeping as a normal part of our daily business.

#### **3. ETP assistance to improve the process**

As things presently go, ETP is easy to work with and very collaborative in executing the process. We do not have any suggestions in this area at this time and are pleased with our relationship and interactions.

#### **4. ETP training benefits**

As I have previously mentioned, the aid and assistance of ETP has made training possible where it would otherwise have been prohibitive in our very tight business environment. With the training, our workforce has become more efficient, more productive, and is able to create higher quality results than would be possible without the knowledge and culture that the training provides.

### **EARNINGS**

EPT records show that eighty-nine trainees (fifty-one of planned retentions) have completed training and completed the ninety day retention period. Current ETP records show that \$456,508 has been paid to date (eighty-one percent of the encumbered amount). The final invoice has already been submitted and the contract has been closed.

### **RECORD REVIEWS**

At the time of this report twenty-four percent of 17,798 tracked training hours documented on hard copy rosters were reviewed by ETP Analysts. Some minor corrections were made during the agreement keeping Electronic Interface, Inc. in compliance with ETP's record keeping requirements for the selected sample reviewed.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Trainees Started Training:	91	Completed Retention:	89
Dropped Following Enrollment:	16	In Retention Period:	0
Completed Minimum Hours for reimbursement:	91		
Completed Training:	89		

**AUDIT:**

Electronic Interface, Inc., will be notified in writing if this agreement is selected for an audit. The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

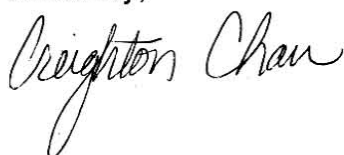
**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four years from the date of the termination of the Agreement or three years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

**IN CLOSURE**

Please contact Robert Jackson, ETP Analyst, at (650) 655-6936 or email [rjackson@etp.ca.gov](mailto:rjackson@etp.ca.gov) within ten working days if there are any questions or comments.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Robert Jackson, Analyst  
San Francisco Bay Area Regional Office

cc: Brian McMahon, Executive Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File  
Sallyanne Monti Consulting: [sallyannemonti@yahoo.com](mailto:sallyannemonti@yahoo.com)

Date report mailed to Contractor 4/13/09